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O + m2-1 (TG  
Surveys)

MAR 6 1957

RE: ORIGINATOR FOR: Chief, MI Division

SUBJECT : Recommendations Contained in Report of Inspector General Survey - MI Division

1. The following is in response to your memorandum dated 17 February 1957, same subject. The following includes a report of the initial action by the SSA-2B/3 on the recommendations outlined in referenced memorandum:

a. Recommendation 2 a. "It is recommended that chiefs of stations should have the authority, with the concurrence of the Division Chief, to write off all small amounts where he is certain there is no malfeasance or maladministration."

Action taken: Office of the Comptroller advises that the proposed Class B station accounting procedures will provide that chiefs of stations may settle items less than \$25.00 when they determine that there is no malfeasance. The same provision is included in Proposed [redacted] which is now being circulated for concurrences and comments.

b. Recommendation 2 c. "It is recommended that the D/P request the DD/3 to review the Agency system for assigning vehicles and insure that in the future only those vehicles that blend into a cover situation as described by the station be sent to the field, even if it requires the purchase of foreign-made vehicles."

Action taken: Office of Logistics advises that the new procedure for processing T/A's or requisitions of vehicles permits a greater degree of flexibility to the extent that foreign vehicles may be purchased in the field where necessary.

c. Recommendation 2 d. "It is recommended that the D/P request the Office of Logistics to delegate to the chiefs of field stations considerably more authority for the handling of property within a field station area and simplify its field reporting procedures."

Action taken: The above recommendation has been reviewed by the SSA Staff and the Office of Logistics with the following findings:

(1) All MI field stations are classified as detached stations for the purpose of property accounting. This means that the Office of Logistics maintains at headquarters a record of all property at the station as well as that which may be in transit.

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SEE REVERSE FOR DECLASSIFICATION ACTION

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(2) Once every six months a report is prepared at Headquarters listing property on hand at the field station. When this report is received in the field it is utilized to determine that property listed therein is physically on hand including property that may have been issued on hand receipts to station personnel or for other operational use. Appropriate notations are made on the report where differences occur as to the property on hand against that listed on the report. After taking this action the station attaches to this report a listing of all property procured in the field from the date of last report. In addition the station attaches certificates of any property that has been disposed of. It is to be noted that present "Delegation of Authority" permits chief of stations, after investigation, to write off property losses or damages up to \$100.00. Any "Report of Survey" in excess of \$100.00 is forwarded to Headquarters for final approval. Where property has been issued for operational use and recovery is unlikely, the chief of station will note on the issuance receipt, "Operational Certificate - No Recovery".

(3) As a result of this review of current procedures it is believed that the above is not excessive and is the minimum control and reporting that must be maintained in the interest of good housekeeping practices and management.

d. Recommendation 2 f. It is recommended that the MI Administrative Staff review the instructions given to all stations on logistics matters and provide the stations with clear, concise, and specific instructions requiring the least feasible administrative activity.



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2. Considering the above and in the absence of any specifics in recommendation 2 d., the Staff and the Office of Logistics would appreciate additional information or examples of the problem to assist them in taking further corrective action where indicated.



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Special Support Assistant  
to the  
Deputy Director (Support)

cc: CL

SSA-DD/S(A):HJP:sm

## Distribution:

Orig &amp; 1 - Addressee

1 - SSA-DD/S

1 - A/SSA

2 - [REDACTED]

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